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MS Office 2007
Users Guide

EXCEL 2007/2010

Time Saving Tips & Tricks

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INTRODUCTION

Excel is a very powerful program. It is nearly impossible to know everything about Excel. This Excel Tips & Tricks guide addresses some popular spreadsheet features and shortcuts available that can have a great impact on your use of Excel.

Learn some useful techniques on controlling the worksheet views, working with ranges, changing text alignment/angle, converting text to columns and a very useful function - text function.

CONTROLLING THE WORKSHEET VIEW

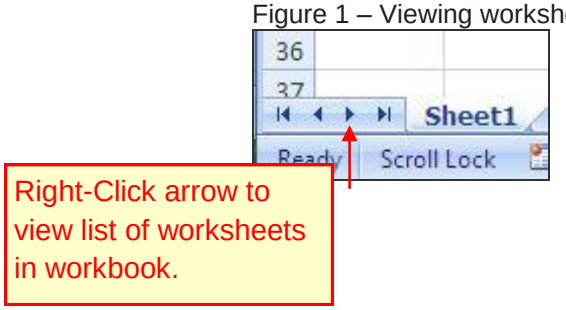
Here are a couple of techniques that will help you to view your workbook / worksheets in different ways.

Quickly View ALL Sheets in a Workbook

Often a workbook will contain many more sheets than can be viewed all at once on the worksheet bar.
To **view a list of all worksheets in a workbook**:

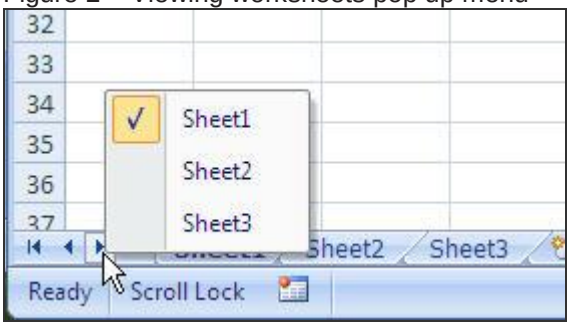
1. Right Click on arrows in the workbook window at the bottom left corner. (see figure below)

Figure 1 – Viewing worksheets in a workbook



2. A list of all worksheets in the workbook will appear in a pop-up box. (see figure 2)

Figure 2 – Viewing worksheets pop up menu



3. Select a worksheet by clicking on it from the list.

Viewing Worksheets in Multiple Windows

Sometimes, you may want to view two different parts of a worksheet simultaneously or perhaps to make it easier to reference a distant cell in a formula or examine more than one sheet in the same workbook. You can accomplish either of these actions by opening a new view to the workbook, using one or more additional windows. Multiple windows make it easier to copy information from one worksheet to another from within a large worksheet.

To create and display a new view of the active workbook:

1. From the **View** Tab, in the **Window group**, select the **New Window** command button.
    - Excel displays a new window with the active workbook. Notice the text in the windows' title bars i.e. *Excel_Class Files.xls:2* and *Excel_Class Files.xls:1.* Excel helps you keep track of the windows by appending a colon and a number to each window.
    - Each view window is independent of the others. In other words, scrolling to a new location in one window does not cause scrolling in the other window(s).

Tip : If the workbook window is maximized when you create a new window, you may not notice that Excel has created the new window, but if you look at the Excel title bar you'll see that the workbook title has :2 appended to the name. Select **the View Tab, in the Window group, click the Arrange All command button.** and choose one of the options in the Arrange Windows dialog box to display the open windows.

Closing additional windows

You can close the additional windows when you no longer need them. Clicking the **Close** button on the active window's title bar closes the active window but does not close the other windows.

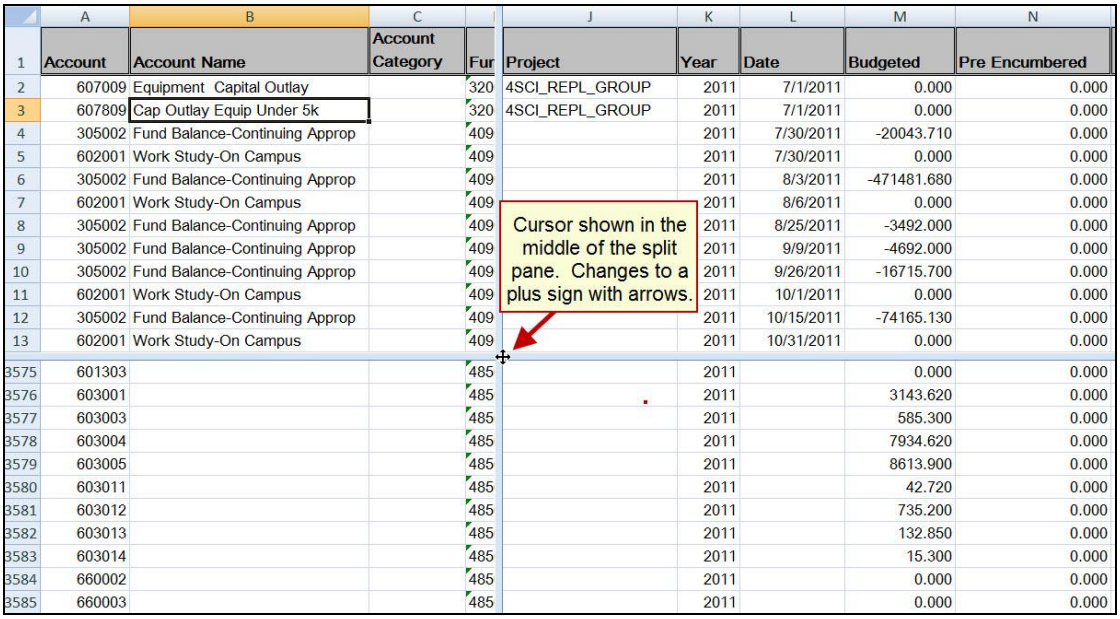
Splitting the Worksheet Window into Panes

If you prefer not to clutter your screen with additional windows, Excel provides another option for viewing multiple parts of the same worksheet. The ability to split the view window can come in very handy when you are working with large data sheets. Double clicking the horizontal split bar, splits the window above the active cell.

1. To split the workbook window from the **View tab i**n the **Window** group, select the **Split command.**

Excel will split the current window into 4 sections as seen in the figure below.

2. Place your mouse cursor in the middle of the split. When it turns to a plus sign with arrows, hold the right mouse button down and drag the split pane to desired split.



	A	B	C		J	K	L	M	N
1	Account	Account Name	Account Category	Fur	Project	Year	Date	Budgeted	Pre Encumbered
2	607009	Equipment Capital Outlay		320	4SCI_REPL_GROUP	2011	7/1/2011	0.000	0.000
3	607809	Cap Outlay Equip Under 5k		320	4SCI_REPL_GROUP	2011	7/1/2011	0.000	0.000
4	305002	Fund Balance-Continuing Approp		409		2011	7/30/2011	-20043.710	0.000
5	602001	Work Study-On Campus		409		2011	7/30/2011	0.000	0.000
6	305002	Fund Balance-Continuing Approp		409		2011	8/3/2011	-471481.680	0.000
7	602001	Work Study-On Campus		409		2011	8/6/2011	0.000	0.000
8	305002	Fund Balance-Continuing Approp		409		2011	8/25/2011	-3492.000	0.000
9	305002	Fund Balance-Continuing Approp		409		2011	9/9/2011	-4692.000	0.000
10	305002	Fund Balance-Continuing Approp		409		2011	9/26/2011	-16715.700	0.000
11	602001	Work Study-On Campus		409		2011	10/1/2011	0.000	0.000
12	305002	Fund Balance-Continuing Approp		409		2011	10/15/2011	-74165.130	0.000
13	602001	Work Study-On Campus		409		2011	10/31/2011	0.000	0.000
3575	601303			485		2011		0.000	0.000
3576	603001			485		2011		3143.620	0.000
3577	603003			485		2011		585.300	0.000
3578	603004			485		2011		7934.620	0.000
3579	603005			485		2011		8613.900	0.000
3580	603011			485		2011		42.720	0.000
3581	603012			485		2011		735.200	0.000
3582	603013			485		2011		132.850	0.000
3583	603014			485		2011		15.300	0.000
3584	660002			485		2011		0.000	0.000
3585	660003			485		2011		0.000	0.000

3. To view different areas of the worksheet in the horizontal panes, select the vertical scroll bar at right to move the area up or down.
4. To adjust the split view windows, drag the horizontal or vertical split box to the desired row/column position.

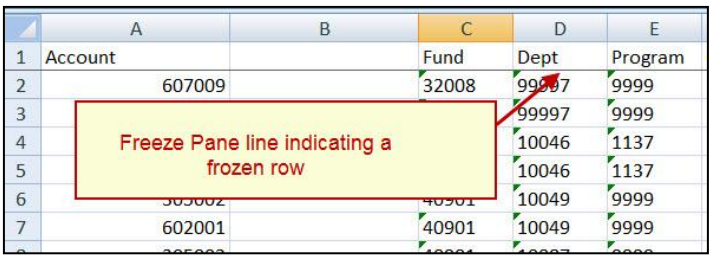
Removing Split Windows

1. To remove horizontal panes, double-click the horizontal split bar.
2. To remove vertical panes, double-click the vertical split bar.

Keeping Column or Row headings in view using Freeze Panes

Most worksheets are set up with row or column headings. It is easy to lose track of just where you are when you scroll to a different location in the worksheet. Excel provides a handy solution to this problem, **Freeze Panes.** This keeps the headings visible while you are scrolling through the worksheet.

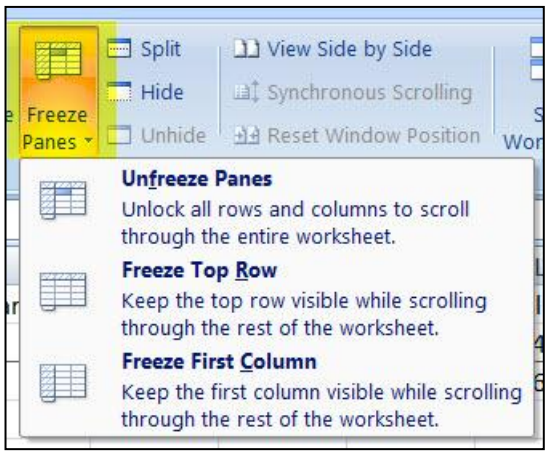
Freeze panes prevent the row or column headings from scrolling out of view as you navigate the worksheet. Frozen panes are indicated by a line below a row and a line to the right of a column.



	A	B	C	D	E
1	Account		Fund	Dept	Program
2	607009		32008	99997	9999
3				99997	9999
4				10046	1137
5				10046	1137
6				10049	9999
7	602001		40901	10049	9999

To freeze panes:

1. Select the cell below the row where you want to remain visible as you scroll, and to the right of the column that you want to remain visible as you scroll.
2. From the **View tab i**n the **Window group,** select the **Freeze Panes command** drop down arrow. It displays 3 options.
3. Choose the appropriate option to freeze Row or Columns.


Split
Hide
Unhide
View Side by Side
Synchronous Scrolling
Reset Window Position
Freeze Panes
Unfreeze Panes
Unlock all rows and columns to scroll through the entire worksheet.
Freeze Top Row
Keep the top row visible while scrolling through the rest of the worksheet.
Freeze First Column
Keep the first column visible while scrolling through the rest of the worksheet.

Excel inserts dark lines to indicate the frozen row and columns. (See Figure above). The frozen row or column will remain visible as you scroll throughout the worksheet.

To remove frozen panes

1. From the **View tab i**n the **Window group,** select the **Freeze Panes command** drop down arrow.
2. Select **Unfreeze Panes** from the menu.

TIP: If you press **Ctrl + Home** while the worksheet has frozen panes, the cell selector moves to the top-left unfrozen cell.

View All Open Workbooks

Often we work between multiple workbooks at the same time and need to view the information in them simultaneously. No worries, you can do this easily.

1. Have all the workbooks open that you want to view simultaneously.
2. From the **View Tab**, in the **Window Group**, select the **Arrange All** command
3. In the **Arrange Windows dialog box**, select the style in which you would like to view the workbooks. Personally, I usually use **Tiled.**
4. All open workbooks will display.

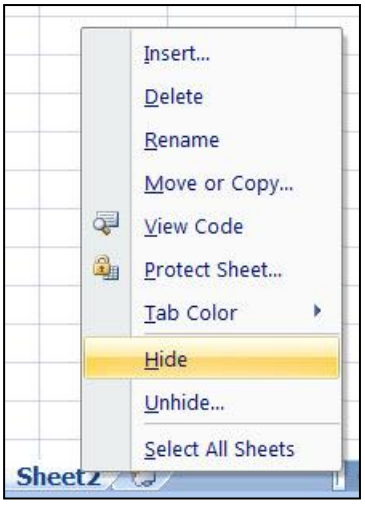
Hide and Un-hide a Worksheet

Excel gives you the ability to hide worksheets in your workbooks. Hiding a worksheet may be useful if you do not want others to see it, or if you just want to get it out of the way. When a sheet is hidden, its sheet tab is also hidden.

TIP: Hiding a worksheet may prevent casual users from viewing or changing important information in a workbook.

To Hide a worksheet:

1. Right click on the worksheet you want to hide.
2. From the menu, select **Hide.**



The active worksheet (or selected worksheets) will be hidden from view. Every worksheet must have at least one visible sheet, so Excel won't allow you to hide all the sheets in a workbook.

Un-hide a worksheet

To unhide a hidden worksheet:

1. Right click on the worksheet you want to hide.
2. From the menu, select **Unhide.**

Hide & Un-hide Columns & Rows

Hide Columns & Rows

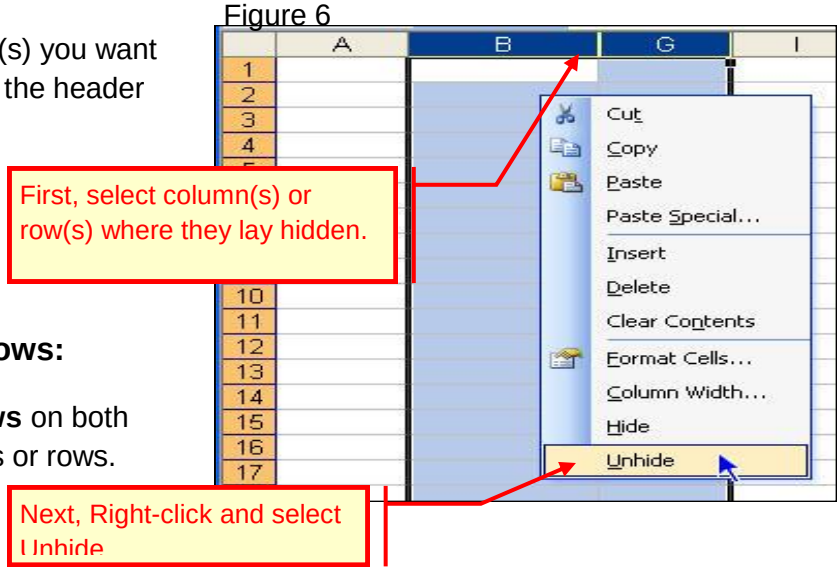
Rows or columns within a spreadsheet can also be hidden. This may be useful if you do not want users to see particular information or if you need to print a report that summarizes the information in the worksheet without showing all the details.

A hidden row or column is actually a row or column with its height or width set to zero. When you use the arrow keys to move the cell pointer, cells in hidden rows or columns are skipped.

To Hide a row or column:

1. Select the row(s) or column(s) you want to hide by selecting them in the header (i.e. A – F or 3 – 8)
2. **Right-click on the selected row or column**.
3. Select the **Hide** command.

Figure 6



To Unhide Columns and Rows:

1. **Select the columns or rows** on both sides of the hidden columns or rows.
2. **Right-click** one of the selected columns or rows.
3. Select the **Unhide** command.

WORKING WITH RANGES

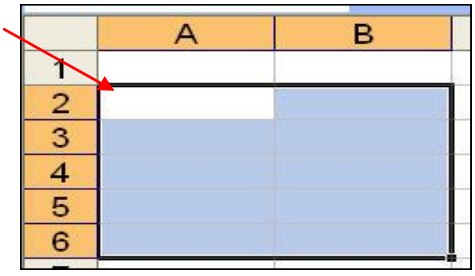
Many Excel commands are executed after selecting several cells. The command then affects all the selected cells. A group of selected cells is called a range. Ranges are identified by the cell addresses of the upper left and lower right corners of the selected block of cells. If you are using a keyboard or toolbar shortcut to perform an action, then selecting a range before executing the command is especially useful.

Enter same data in multiple cells at once

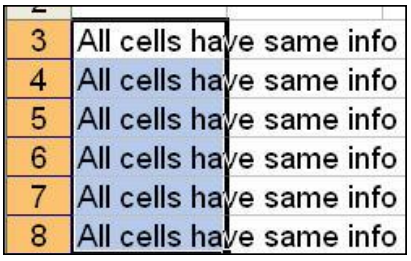
Here's a neat trick. If you need the same data in several cells here is a great shortcut for you.

1. **Select all cells** you want the data to appear in.
2. Enter the data into the highlighted cell.

Enter data in highlighted cell



3. Press **Ctrl + Enter** and ALL CELLS will be filled with the data.


3 All cells have same info
4 All cells have same info
5 All cells have same info
6 All cells have same info
7 All cells have same info
8 All cells have same info

Selecting Ranges: Keyboard or Mouse

Often times you may need to select a large range of cells. This can be accomplished quickly by using a **Shift** key combination in conjunctions with selecting the last cells of the block.

To do this, follow the steps listed below.

Using a Keyboard

1. **Select** (by clicking on it) the **first cell** in the range. The cell in the upper most left of the range.

2. Hold the **Shift** key down while selecting the lower most right cell in the range.

Using a Mouse

1. Select the first cell in the range and drag to the last cell.

Selecting Nonadjacent Ranges

1. Select the first range of cells by dragging from the first cell to the last cell.
2. Next, hold the **Ctrl** key down and drag to select the next range of cells.

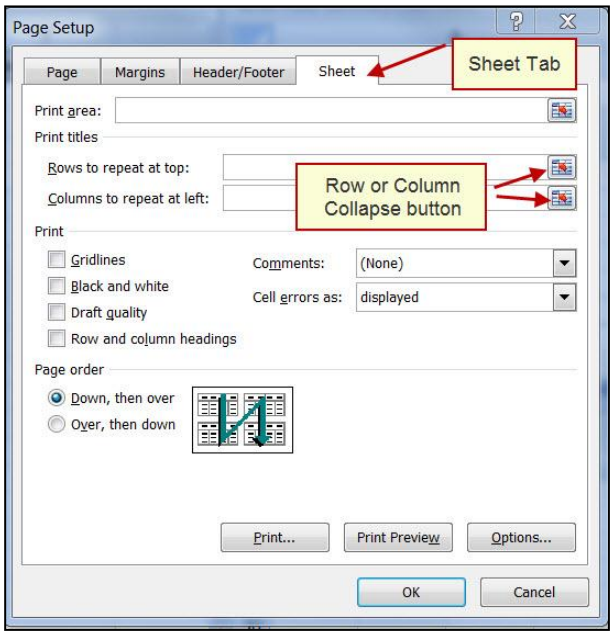
Repeating Row and Column Labels on each page

When you have a large set of data that spans multiple pages and you plan to print this data, it is often a very needed and useful feature to have the column or row headings carry on to the next pages for ease of viewing and reading.

1. From the **Page Layout Tab**, in the **Page Setup** Group**, s**elect the **Print Titles** command.

   Excel displays the Page Setup dialog box.

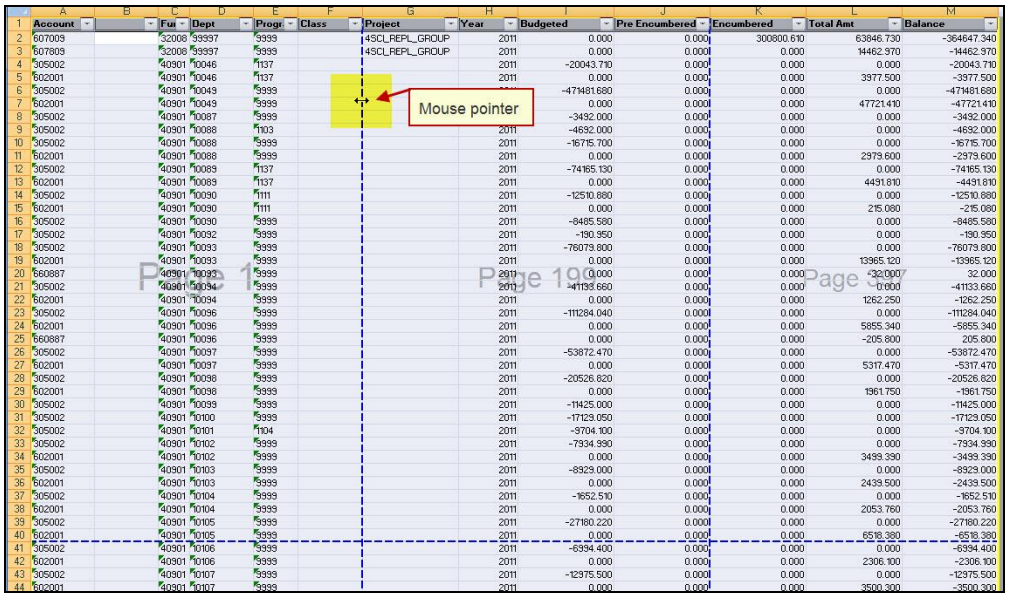
2. From the **Sheet tab** in the **Page Setup dialog box,** select the row or column **Collapse Dialog** button**.**
3. To repeat the labels in a single row or column, click on the Row or Column heading i.e. row 1 or column A or drag to select several rows or columns.
4. Click the **Expand Dialog** button.
5. Select **OK.**



Using Page Break Preview

Using the Page Break Preview option allows you to view where the page breaks appear on the worksheet and adjust the page breaks.

1. From the **View Tab**, in the **Workbook Views group**, select the **Page Break Preview** command.
2. Excel displays the worksheet showing hashed blue lines where the page will break.



3. To change where a page break appears,
    a. **point to the appropriate page break** line
    b. when the mouse pointer turns into a line with arrows on each end
    c. **click and hold the right mouse button** and **drag** the line to desired location. Scroll to display the desired page break.
4. To **return to the previous view**, from the **View** tab, in the **Workbook Views group**, select one of the other page view command icons.

CHANGING TEXT ALIGNMENT & TEXT ANGLE IN A CELL

Spreadsheet programs have always used a rather odd convention of aligning numbers to the right of a column and text to the left of a column. Fortunately, you have the ability to change this. Excel gives you a whole range of options for aligning and rotating cell contents.

Horizontal & Vertical Alignment Options

Horizontal Alignment

Horizontal Alignment options **control the way the cell contents are distributed across the width of the cell** (or cells).

Options include:

- **General:** Aligns numbers to the right, text to the left, and centers logical and error values. This is Excel's default option.
- **Left:** Aligns cell contents to the left side of the cell. If text is wider than the cell, it spills over to the cell to the right. If the cell to the right is not empty, the text is truncated and not completely visible.
- **Center:** Centers cell contents in the cell. If adjacent cells are empty, is spills over to cells on either side. If the adjacent cells are not empty, the text is truncated.

- **Right:** The qualities are the same as the Left alignment, however it right justifies.
- **Fill:** Repeats the contents of the cell until the cell's width is filled.
- **Justify:** Justifies the text to the left and right of the cell. This options is applicable only if the cell is formatted as wrapped text and uses more than one line.

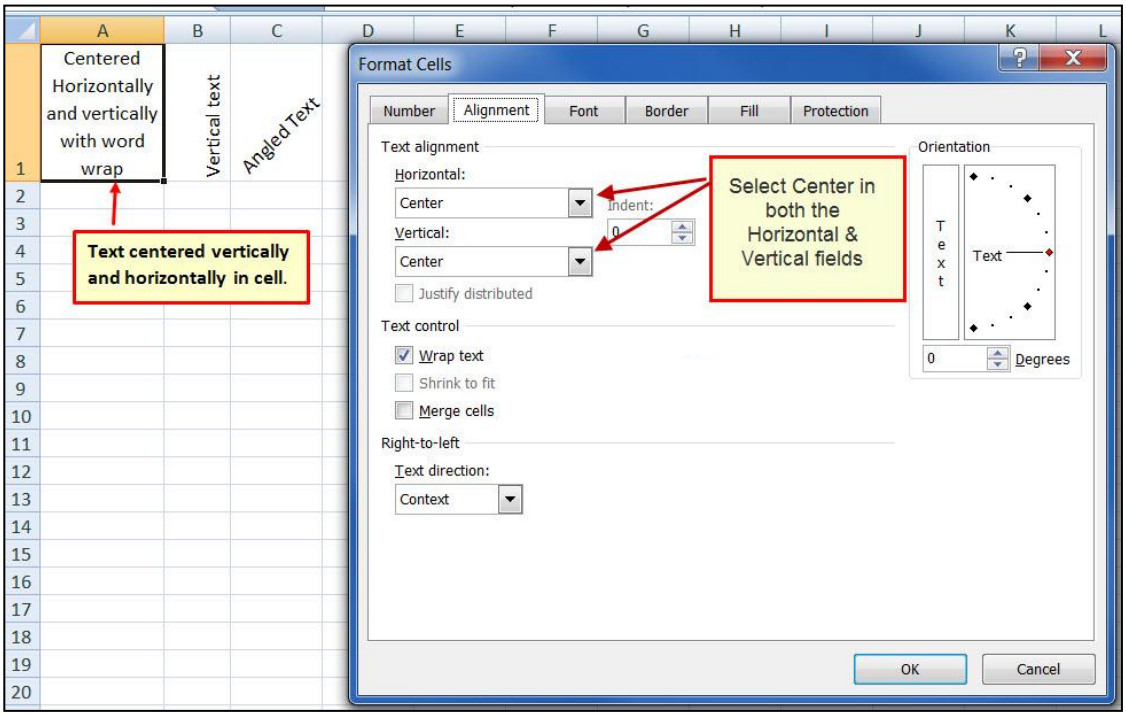
Vertical Alignment

The vertical alignment options are:

- **Top:** Aligns the cell contents to the top of the cell.
- **Center:** Centers the cell contents vertically in the cell.
- **Bottom**: Aligns the cell contents to the bottom of the cell.
- **Justify:** Justifies the text vertically in the cell; this option is applicable only if the cell is formatted as wrapped text and uses more than one line.
- **Distributed:** Distributes the text evenly vertically in the cell.

To align your text vertically and/or horizontally in a cell:

1. Select the cell(s) that contains the text you want to align.
2. **Right click** within the cell(s).
3. From the shortcut menu, select **Format Cells**. The Format Cells dialog box displays.



4. Select the **Alignment** tab.
5. Under the Text Alignment category select the horizontal or vertical option by clicking on the down arrow at the right of the input field.

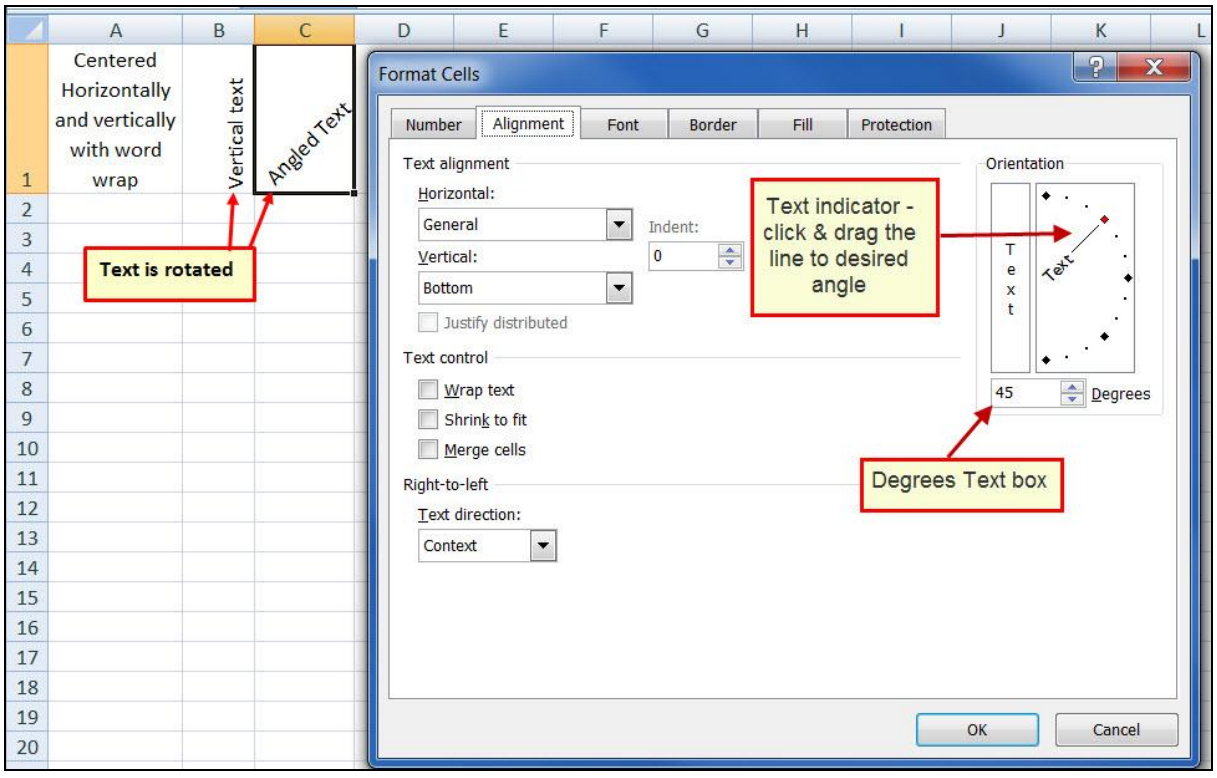
Displaying text at an angle

Another way to create impact is to display text at an angle. Or maybe you want to get more on a page. Text can be rotated in one-degree increments, anywhere from +90 degrees to - 90 degrees.

The easiest way to rotate the text is by using the Orientation box and dragging the text indicator to the desired position.

To rotate text :

1. Select the cell that contains the text you want to rotate.
2. **Right click** within the cell(s).
3. From the shortcut menu, select **Format Cells**. The Format Cells dialog box displays.
4. Select the **Alignment** tab.
5. Under the Orientation section there are two ways to change the angle of the text.
    a. **Click and drag the text indicator** to the desired position.
    b. Type the degree value that you want the text to rotate.



Wrap or Shrink text to fit the cell

If you have text that is too wide to fit the column width, but do not want that text to spill over into adjacent cells, you can use either the **Wrap text option or the Shrink to fit option** to accommodate that text.

WrapText

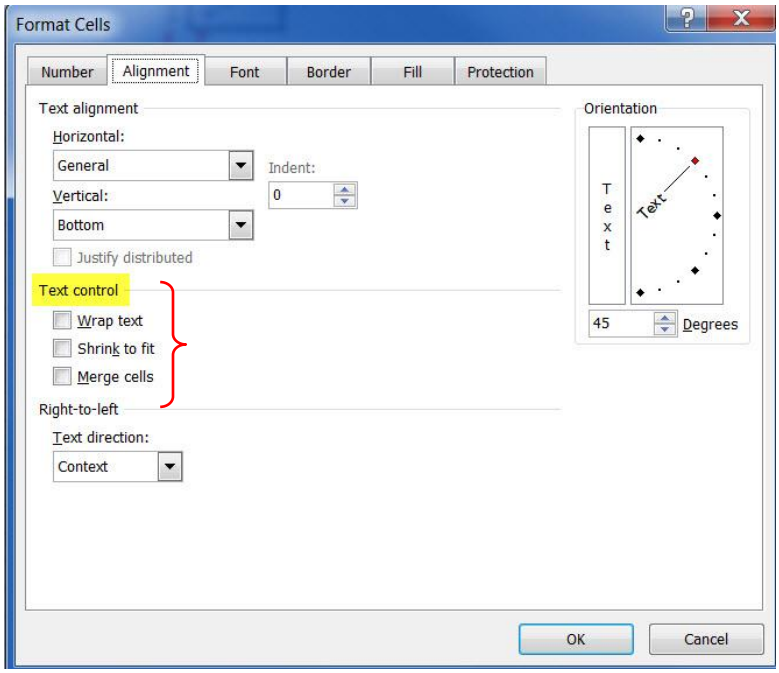
This option displays the text on multiple lines in the same cell. It can be used as an alternate to changing the column width.

Shrink Text

This option reduces the size of the text so that it fits into the cell without spilling over to the next cell.

To Wrap or Shrink Text:

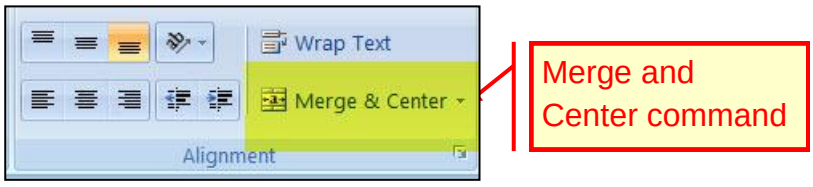
1. Select the cell(s) that contains the text you want to affect.
2. **Right click** within the cell(s).
3. From the shortcut menu, select **Format Cells**. The Format Cells dialog box displays.
4. Select the **Alignment** tab.
5. Under the **text control** section**,** select the desired box(es).



Merging Cells into One Cell

Often there are times when you want to enter text in one large cell. A good example of this is when you have a heading for a worksheet or data area. You may want to enter the heading and have it centered on the worksheet or data area. Excel allows you to merge multiple cells into one large cell.

The **Merge and Center** command, located on the **Home Tab**, in the **Alignment Group** allows you to merge and center selected cells in one step.



Follow these steps:

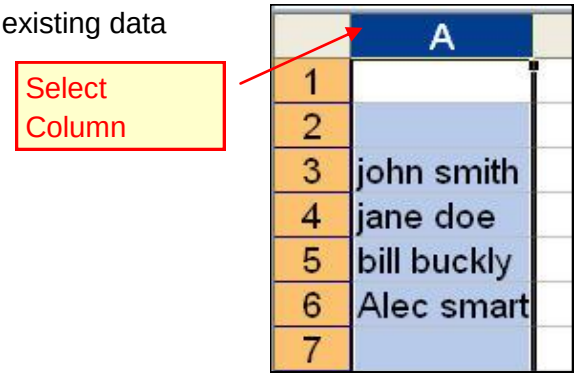
1. Highlight the range of cells you want to center across.
2. From the **Home Tab**, in the **Alignment Group,** select the **Merge and Center** command.

Excel will combine (merge) the highlighted cells together into one cell, then center the information in the cell.

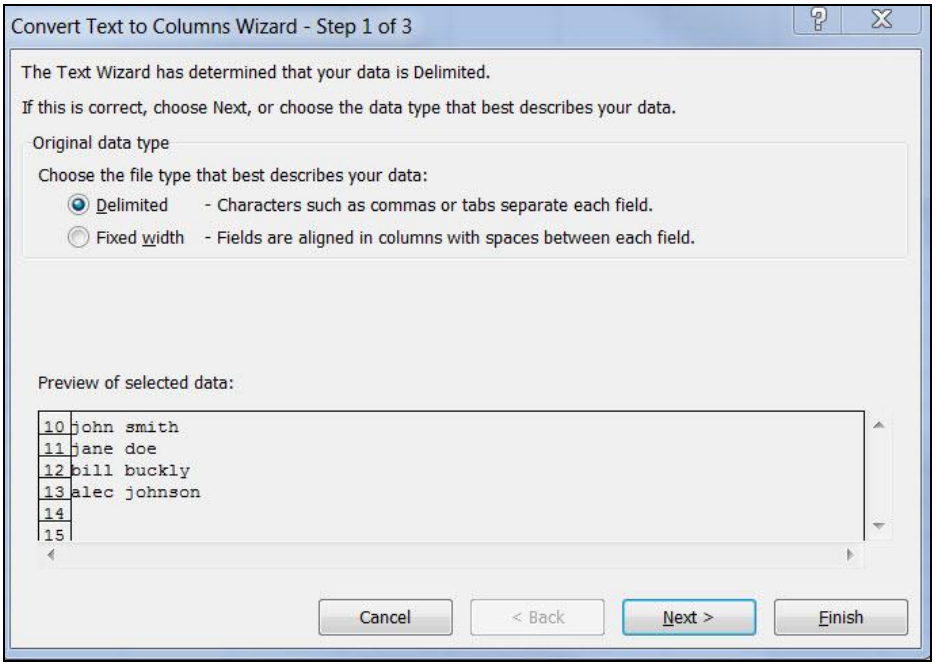
Convert Text to Columns

If you ever inherit a list in which two or more pieces of data appear in the same column, the Text to Columns command will enable you to split them apart.

1. **Insert blank column**(s) to the right of the existing data you want to split.
2. **Select the column to split**.
   - Be sure to select the column from the column header.

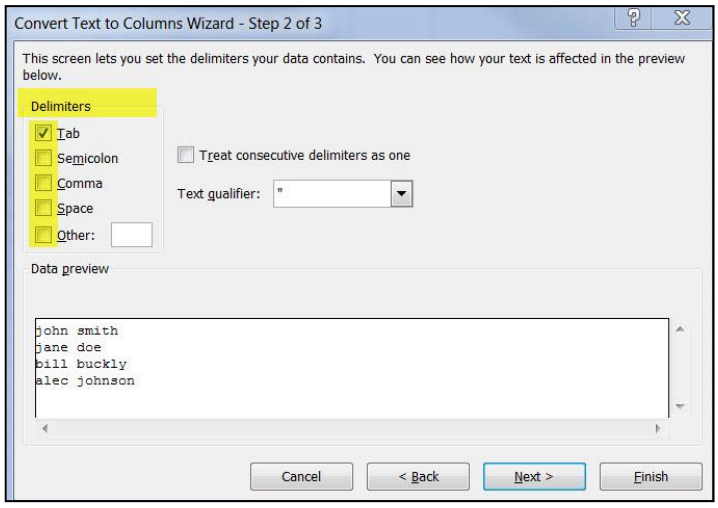


3. From the **Data Tab,** in the **Data Tools group,** select the **Text to Columns command.** Excel launches the **Convert Text to Columns Wizard.**

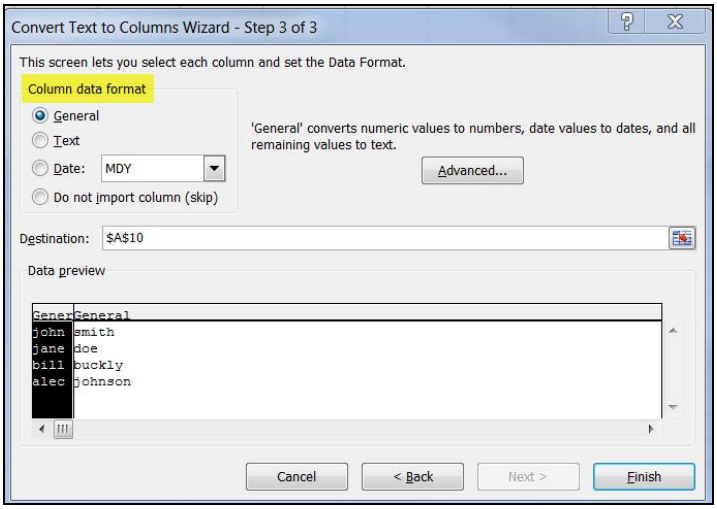

Convert Text to Columns Wizard - Step 1 of 3
The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.
Original data type
Choose the file type that best describes your data:
Delimited - Characters such as commas or tabs separate each field.
Fixed width - Fields are aligned in columns with spaces between each field.
Preview of selected data:
10 john smith
11 jane doe
12 bill buckly
13 alec johnson
14
15
Cancel
< Back
Next >
Finish

4. From the Convert Text to Columns Wizard Step 1 of 3, select the appropriate **Original data type**.
   - Choose **Delimited** if the text is separated by commas or tabs.
   - Choose **Fixed width** if the text fields are separated by spaces between each field.
5. Select the **Next** button.

6. Step 2 of 3 in the Wizard lets you set the delimiters of your data. Excel will select its best guess for you, but does allow you to select the delimiters yourself. In the **Delimiters section**, select a check box. The results will display in the Data preview section.



7. Select **Next.**
8. Step 3 of 3 in the Wizard allows you to select each column and set the data format. This is an Optional step. Under the **Column data format** area are four different data formats. Choose the most appropriate for your data type.
9. Follow the instructions in the wizard window to format the column.



10. Select **Finish.** Excel splits the data into two separate columns.

	A	B
1	john	smith
2	jane	doe
3	bill	buckly
4	Alec	smart
5		

Change Format of Text List

How often do you receive a list from another party or a download from another system that does not format the text the way you need it? Well here are some Text functions that can save you a lot of time and frustration.

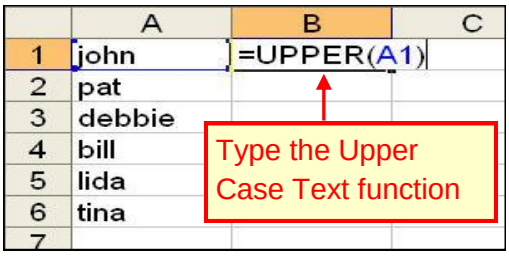
All Upper Case

To change the format of a text list to ALL UPPER CASE:

1. Insert a blank column next to your data on the worksheet.
2. Type in the following formula referencing the cell that contains the data you wish to change.

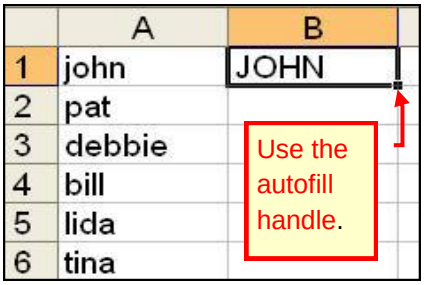
   =UPPER(type in the cell reference)

   Sample: =UPPER(A2)



3. Select Enter.

   Use the autofill function to copy down the formula in the column.



All Lower Case

To change the format of a text list to ALL LOWER CASE:

1. Insert a blank column next to your data on the worksheet.
2. Type in the following formula referencing the cell that contains the data you wish to change.

   =LOWER(type in the cell reference)

   Sample: =LOWER(A2)

3. Select Enter.
4. Use the autofill function to copy down the formula in the column.

Proper Name Format

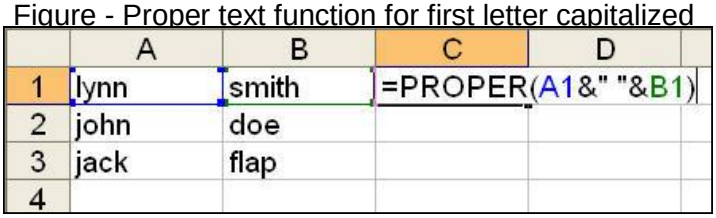
To change the format of a text list to PROPER NAME FORMAT i.e. first letter capital, Lynn Smith:

1. Insert a blank column next to your data on the worksheet.
2. Type in the following formula referencing the cell that contains the data you wish to change.

   =PROPER( )

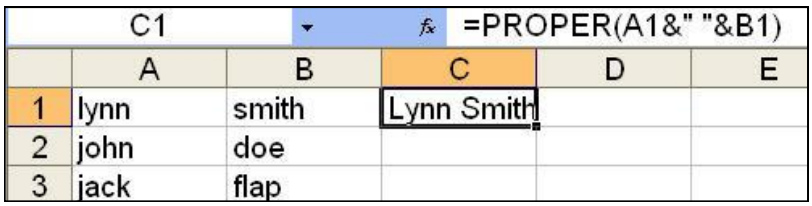
   Sample: =PROPER(A1&" "&B1)

Figure - Proper text function for first letter capitalized



3. Select Enter.
4. Excel puts the name reference in proper format in the cell where the formula was written. (See figure above)
5. Use the Autofill function to copy down the formula in the column.

Figure - Proper text function for first letter of name capitalized



Proper Name – Last Name First

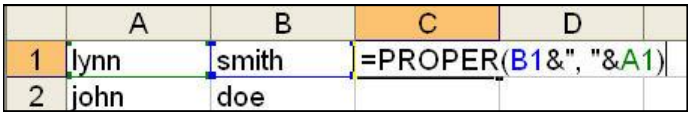
To change the format of a text list to PROPER NAME FORMAT but have LAST NAME FIRST i.e. Smith, Lynn:

1. Insert a blank column next to your data on the worksheet.
2. Type in the following formula referencing the cell that contains the data you wish to change.

=PROPER( )

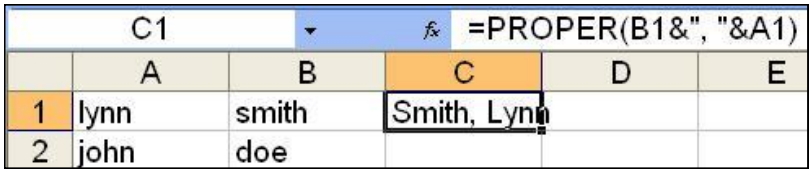
Sample: =PROPER(B1&" , "&A1)

Figure - Proper text function for last name first and first letter capitalized format



3. Select Enter.
4. Excel puts the name reference in proper format, last name first, in the cell where the formula was written.

Figure - Proper text function for last name first



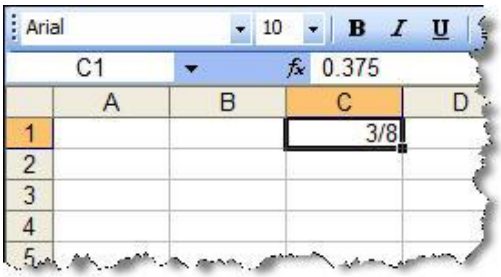
5. Use the autofill function to copy down the formula in the column.

OTHER COOL STUFF TO KNOW

Easy Fractions

Did you know you can enter a fraction in Excel? Normally, if you enter a numeric value that includes a forward slash, Excel converts it to a date or leaves it formatted as text. So, if you enter **3/8**, Excel displays **8-Mar** in the cell and stores the call's value as the most recent occurrence of that date – in this case, 3/8/2012. If you enter **13/64**, Excel just stores your entry as text, and you're unable to use it in calculations.

The secret for entering a fraction is to **preface it with a zero**. If you enter **0 3/8** in the cell, Excel drops the leading zero and displays the result in the cell as a fraction while storing its decimal equivalent, 0.375, as I've shown here.



Instant Zoom

Two ways to instantly zoom in and out of your worksheet:

1. Use your **mouse wheel,** hold down the **Ctrl** key and spin the wheel down to zoom out; spin the wheel up to zoom back in. This shortcut has the same effect as using the Zoom control on the Standard toolbar or on the View menu.

   OR

2. Use the Zoom tool located at the bottom right corner of the Excel window.

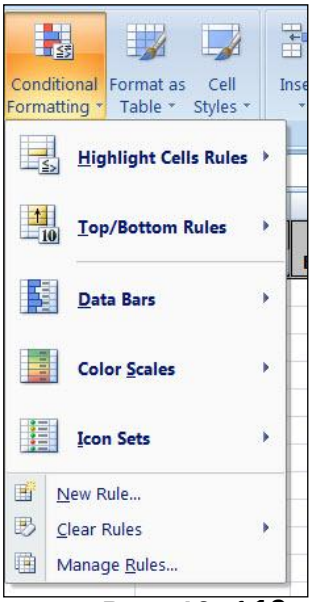
   Click the plus (+) or minus (-) sign to zoom in or out or click and drag the pointer toward the + or -.

Conditional Formatting

Manipulating Excel formulas can be challenging, but the payoff (like elegantly formatted tables that identify important stuff like key performance indicators) can be worth it. But did you know that you can get Excel to identify important values -- like the top ten numbers in a list, values that are greater than certain threshold or numbers that are below the average -- automatically? It's a feature called *Conditional Formatting*. This is a simple tool to use and can save you time.

Here's how it works:

1. **Select a range of values,** such as a column of numbers that represents the most important data on your spreadsheet.
2. From the **Home tab**, in the **Styles Group**, select the **Conditional Formatting** command drop down arrow.
3. Choose the item you want to format your data on your spreadsheet.
   - **Highlight Cell Rules** - flags certain cells that match any criteria you set. For example, if you want to see any cells that exceed 100, choose Greater Than and enter 100.
   - **Top/Bottom Rules** - lets you rely on Excel to automatically call out the best or worst values in the set. Use this to mark the top ten values in blue or the lowest ten in red or whatever criteria you set.



- **Data Bars, Color Scales, and Icon Sets** are all different ways to format your data to call attention to outliers. Use these commands to color code best and worst values, or add an icon to indicate relatively better and worse numbers. The best part is that you don't have to specify how Excel does this; it figures it out relative to the best and worst numbers in the range you specify.

Insert a Cell Comment (Note)

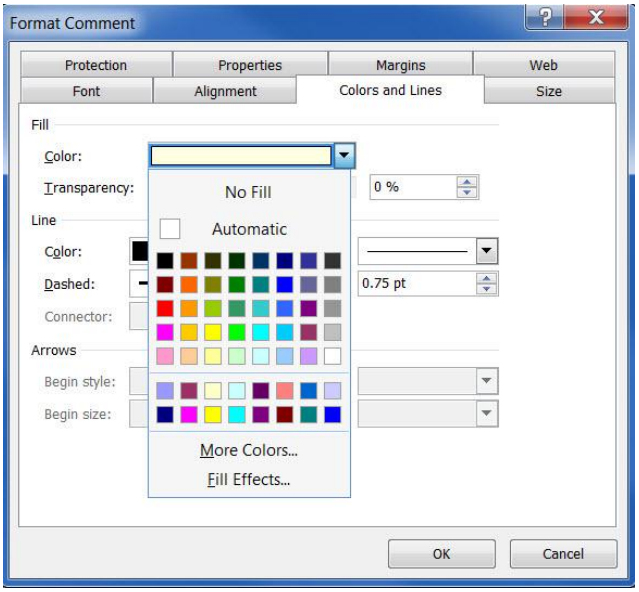
Cell Comments, or notes as they are often called, are basically the equivalent of sticky notes that have become so popular in offices throughout the world. They allow us to attach a comment to a cell to inform, instruct, remind or explain the content of a cell or range of cells. However cool this tool is, they should not be used too liberally as they will lose their impact and can also cause a file size to increase dramatically.

To insert a cell Comment:

1. **Right click** in the cell and **select Insert Comment** from the shortcut menu
2. The Comment note appears displaying the user name for the PC being used.
3. The mouse pointer flashes within the Comment note ready for you to type.

Format the Comment:

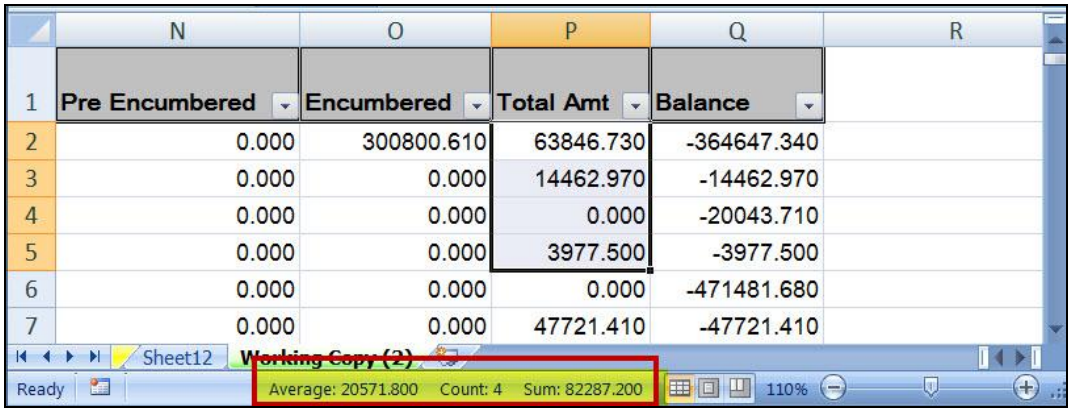
1. **Click the border** of the comment to select it.
2. **Right click and select Format Comment** from the shortcut menu. The Format Comment dialog box displays.
3. Select the **Color and Lines Tab**.
4. Use the **Color: field drop down arrow** to display other color choices and effects.
5. You can even insert a picture into the comment by selecting **Fill Effects.** In the Fill Effects dialog box select the **Picture tab** and then select the **Select Picture button** to browse for the picture wanted.



Quickly view Average, Sum, Count Information for a range of data

Excel allows you to **quickly view the Average, Count or Sum of a selected range of data** without having to perform any type of formula function. Wow, how cool, here's how:

1. **Highlight** the set of **data.**



2. At the **bottom of the workbook window**, the calculations' will display for the selected set of data showing the Average, Count and Sum of the data.

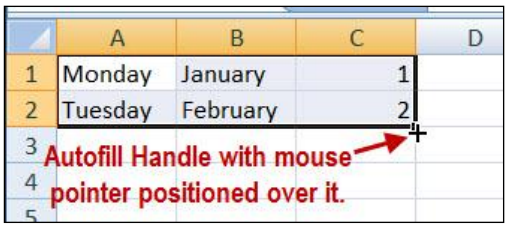
Use AutoFill to quickly complete a data pattern

The **Autofill function** will allow you to quickly and easily continue a pattern or function down and across a range of cells in a worksheet. This function can save a lot of time.

Repeat a pattern

Quickly fill in days of the week, months of the year or number patterns by:

1. Type in the first 2 or 3 items in the pattern to repeat or fill in. i.e. days of the week, months of the year, consecutive numbering.
2. Highlight the range of cells that contain the pattern.
3. Move the mouse pointer over the **small black box**, called the **Fill Handle**, located in the **lower right corner of the active cells.** The mouse point will turn into a black plus sign shape when properly positioned over the Fill Handle.



4. Click and hold the mouse button down while you drag the Fill Handle down the columns or across the rows.

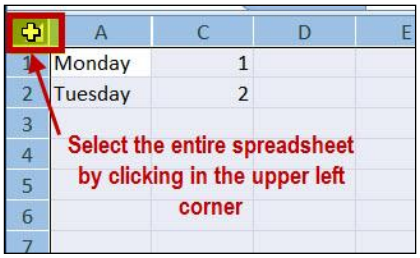
5. Release mouse button. The item pattern has been copied and filled into the selected range.

   NOTE: AutoFill can also be used to copy formulas across a row or column. Excel will automatically fix the formula to properly reflect the new set of data as long as the formula is not set up as an absolute value.

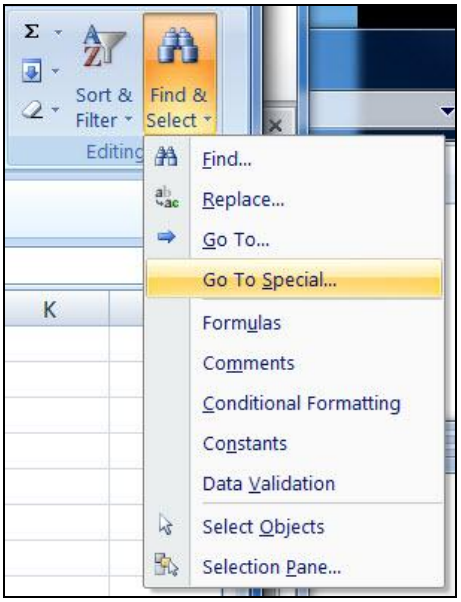
Copy visible data in a spreadsheet with hidden columns or rows

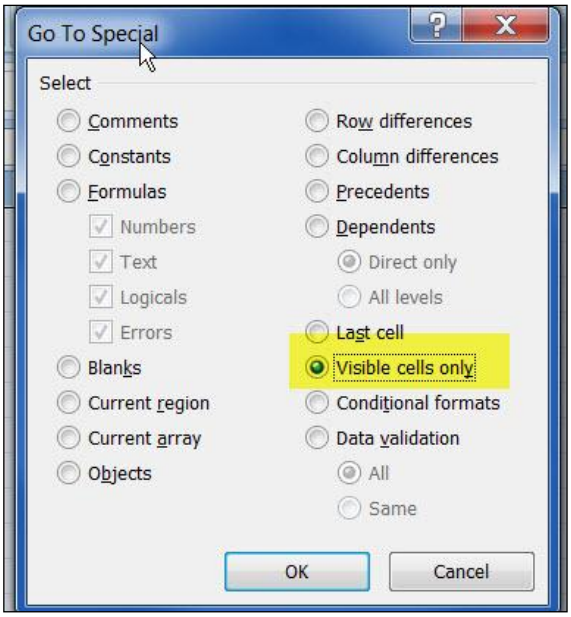
You may have a worksheet set up with hidden columns or rows. Now, you want to copy the data in the spreadsheet to another spreadsheet however, you only want the data that is visible, not the data in the hidden columns or rows. It is easy to copy this visible data only by:

1. Select the entire worksheet to copy by clicking in the upper left corner of the spreadsheet.



2. From the **Home tab** in the **Editing Group,** select the **Find & Select** function. From the Sub menu, select **Go To Special**. The **Go To Special dialog box** displays.





3. Select the **Visible cells only** radio button and then the **Ok** button.
4. Right click and select copy from the short cut menu
5. Click on the new worksheet you want to copy the information to.
6. Within the active cell, Right click and select paste from the shortcut menu. The data pastes only what was in the visible columns or rows.

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